

RESOLUTION
of the
Tompkins County Soil and Water Conservation District

Resolution No.: 2016-11

Date: 1/11/2016

Adoption of Employee Handbook

WHEREAS, The Tompkins County Soil and Water Conservation District Board of Directors has developed a list of policies and procedures "Employee Handbook" that Employees should abide by at all times while under employment by the District; and

WHEREAS, The District Board may choose to update/amend/revise/delete the Employee Handbook from time to time;

WHEREAS, the District Board will follow the Tompkins County Code of Ethics and Acceptable Computer use policy of Tompkins county

NOW THEREFORE BE IT RESOLVED, by the Tompkins County Soil and Water Conservation District Board of Directors that,

- 1.) The attached Employee Handbook, County Code of Ethics, and Tompkins County Acceptable Computer Use will be the official policies and procedures for the Tompkins County Soil and Water Conservation District Employees.
- 2.) All employees shall have a signed consent form placed into their personnel file acknowledging the receipt, reading and understanding of the policies/procedures outlined in the Employee Handbook and Tompkins County policies.
- 3.) This Resolution shall take effect immediately

Board Chairman Signature _____

Dan Carey: Present- Y() N () , Vote- Y() N()

Alan Teeter: Present- Y() N () , Vote- Y() N() Aaron Ristow: Present- Y() N () , Vote- Y() N()

Jim Dennis: Present- Y() N () , Vote- Y() N() David McKenna: Present-Y() N() ,Vote-Y() N()